DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD OF KANSAS
ADJUTANT GENERAL OF KANSAS
2800 SOUTHWEST TOPEKA BOULEVARD
TOPEKA KANSAS 66611-1287

REPLY TO
ATTENTION OF

W8A1AA   16 April 2003

MEMORANDUM FOR MOS/Medical Retention Board

SUBJECT: Commander's Evaluation for SGT Doe, Johnny, 123-45-6789, HQ STARC (-) KSARNG

1. This memorandum needs to say whether the Soldier is physically capable or incapable of adequately performing his or her duties of the Soldiers MOS (State MOS and/or duties).   State how this condition effects His or her performance of the required tasks of the MOS and the common tasks of STP 21-1-SMCT.

2. State what kind of Soldier he or she is and how they have served the KSARNG. State how this condition effects the unit and the Soldiers working with and around him. State whether you think that this Soldier will be deployable in his or her MOS or in another MOS. If you recommend another MOS, state which ones and why. The last sentence should state your recommendation (Choose **ONE** of the following: **I recommend SGT Doe be retained in current PMOS or Reclassified to another MOS or Given probation (state time up to a year and reason why) or Referred to the MEB/PEB.**

                                                            JOHN S. BROWN
                                                            CPT, AR
                                                            Commanding

This is an example letter. It needs to be re-written and made personal according to each individual soldier and commander. The last sentence must be "I recommend". See Attached Reference.

AR 600-60, 4-12: Commander's Statement. The soldier's immediate commander will write an evaluation of the soldier's physical capability, addressing the impact of the profile limitations on the soldier's ability to perform the full range of PMOS or specialty code duties. For enlisted soldiers this includes consideration of the common tasks in STP 21-1-SMCT and the physical requirements contained in DA Pam 611-21. In those circumstances when the commander is junior in grade to the soldier being evaluated, comments provided by the soldier's supervisor or rater are appropriate. Senior commanders may also provide forwarding comments, if appropriate.